

 CONFIDENTIAL

**MINUTES OF STAFF MEETING  
ADMINISTRATIVE STAFF CHIEFS**

**15 July 1954**

1. Colonel White reported that at the Director's meeting on the preceding Monday (12 July 1954) the subject of outside calls on Agency telephones had been discussed. He reported that although there will be no Agency Notice on this subject at this time, the Director has requested that there be a careful program of indoctrination of all Agency personnel and that the program should stress that outside calls on Agency telephones should only be for the purpose of official business.

2. Colonel White requested that each official who has an interest in the Confidential Funds Regulations should make a concentrated effort to prepare Agency Regulations to replace them. He stated that the new Regulations on CFR matters are better, are more understandable, and establish tighter controls.

3. The group discussed a number of subjects related to the study of CIA by General Mark Clark, as follows:

a. It is anticipated that General Clark will begin work with the Agency on 15 August 1954.

b. Office space for the investigation Task Force is being arranged.

c. Colonel White asked Mr. Saunders to obtain information from the Bureau of the Budget concerning the budget for the Intelligence Community, and to prepare a folder on this matter in the event that it might be needed.

d. Colonel White reported that he has asked Mr. Garrison to bring up to date the book which concerns a building for the Agency.

e. Colonel White reported that the Management Staff is preparing a book on the organization and functions of the Agency.

f. Colonel White requested that all of those present from the organizational components submit brief information to him

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concerning any relationships which these components have with nonintelligence agencies of the Government. He asked that these reports indicate briefly where the contacts are made and the nature of the contacts, either in Washington or in the field. He indicated that Mr. [REDACTED] of his Staff will assemble and process this information.

g. Colonel Edwards proposed that the personnel of General Clark's Task Force be exposed to some of the personnel and security briefing (e.g., the security oath, badge requirements) to which applicants are exposed. Colonel White indicated that he will speak to the Director about this possibility.

4. The group discussed a variety of matters concerning the career service program of the Agency, as follows:

a. Colonel White discussed briefly the new Regulations on the Career Staff, the Career Council and the Career Service.

b. The members of the group were encouraged by Colonel White to promote the concept of the Career Staff and to encourage in every way possible the obtaining of applications for Career Staff membership from the highest possible percentage of administrative personnel of the Agency. He stressed that the new career service concepts will not result in wholesale transfers of personnel between offices, but that individuals will still progress logically and primarily within their own offices, particularly below grades GS-14.

c. Colonel White reminded the group that the Director has approved the legislation to obtain a number of benefits for Agency personnel (e.g., leave privileges for overseas duty, liberalized retirement, death gratuity).

d. Mr. Reynolds reported that the Agency Fitness Report is being tested on a trial basis in several offices and that it possibly may be changed in the relatively near future.

e. Colonel White requested that all questions which arise concerning the nature or the procedures of the new Career Service program should be placed in the hands of the Assistant Director for Personnel.

f. The Agency-wide orientation program concerning the nature of Career Service in the Agency (to be conducted on 3 August 1954) was reviewed briefly by Mr. Reynolds.

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g. It was the concensus of the group that these employees who have personal circumstances which might limit their use by the Agency, but who nevertheless have the intention of having a career of service with the Agency, should sign the application for membership in the Career Staff, and should state the limiting circumstances in writing at the same time.

5. Colonel White reported that he has changed the membership of the Deputy Director (Administration) Career Service Board to obtain a representation of each of the several specialized administrative Career Services. He has appointed Dr. Tietjen and Colonel Edwards as members of the Board, and expects that this representational membership will resolve problems which arise between components, and will standardize career service policies and procedures within the Deputy Director (Administration) organization.

6. After a discussion of problems involved in dismissing employees because of excessive heat and humidity, Colonel White concluded that there can be no single Agency action when these undesirable climatic conditions occur. He stressed that the dismissal of personnel is a matter for the discretion and coordinated action of individual office heads and that a number of factors must be considered, including individual tolerances of heat.

7. Mr. Pfersheimer reported on the following legislative matters: pay raises; uniform weight allowances overseas; unemployment insurance rights for Federal employees; Joint Committee for Intelligence Control and Review.

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8. Mr. [REDACTED] reported that Mr. [REDACTED] is now assigned to the Administrative Office of the Deputy Director (Intelligence) and will be concerned with matters of personnel, career service and training.

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9. Mr. [REDACTED] reported that Mr. [REDACTED] has been assigned as Deputy Chief of Administration, Office of the Deputy Director (Plans).

*Meeting 5*

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